

May 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 APR 16-30 Manual pay & health ins. update	2
3	4 APR 16-30 Manual pay & health ins. update	5 APR 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll	6 APR 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	7 APR 16-30 No Update	8 APR 16-30 No Update	9
10	11 APR 16-30 Update/ health ins.	12 APR 16-30 Update/ health ins.	13 APR 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	14 APR 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 APR 16-30 No Update PAYDAY	16
17	18 MAY 1-15 Manual pay & health ins. update	19 MAY 1-15 Manual pay & health ins. update	20 MAY 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 MAY 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 MAY 1-15 Update/ health ins.	23
24	25 MAY 1-15 STATE HOLIDAY MEMORIAL DAY	26 MAY 1-15 Update/ health ins.	27 MAY 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	28 MAY 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	29 MAY 1-15 No Update PAYDAY	30
31						